



Moorside High School

Enriching Lives, Inspiring Ambitions

December 2025

Dear Student,

As part of your learning journey at Moorside High School, you will be taking part in work experience over two days – Thursday 2nd July and Friday 3rd July 2026. This is an exciting opportunity for you to step into the world of work, gain valuable skills, and explore career areas that may interest you in the future.

Why work experience matters

Work experience gives you the chance to:

- Learn about the workplace and how organisations operate.
- Develop key skills such as communication, teamwork, and problem-solving.
- Discover more about your strengths, interests, and career options.
- Build confidence and independence.

Finding your own placement

To make this experience as meaningful as possible, you are expected to take responsibility for finding your own placement.

This might be:

- A business you already know (e.g. family, friends, neighbours).
- A local company or organisation linked to your interests.
- An employer in an area you may want to explore as a future career.
- We encourage you to start looking early and approach employers politely and professionally.

What you need to do

- Secure a placement – contact employers and confirm they are willing to host you during the set week.
- Collect the information needed to add to Morrisby – see the Morrisby form attached for more information of what we expect you to gather.
- Record the details – once you have a placement agreed, log into Morrisby’s Work Experience system and enter the employer information and other information required. Be careful to enter this information correctly as the email will be sent straight away to the Employer
- Submit for approval – Morrisby will then send the details to your employer for review and confirmation.
- Parent Consent - The Form will then be sent to your parent for their approval automatically.
- Select carefully – choose a placement that will give you opportunities to learn, grow, and match your interests or goals.

We encourage you to talk to your family for support and guidance throughout this process. Work experience is a valuable part of your education, and we look forward to hearing about the exciting opportunities you find.

Kind regards

Miss Aitken
Assistant Principal



Principal: Mrs H Ryles-Dean • 57 Deans Road, Swinton, Manchester, M27 0AP • Telephone: 0161 804 4022 • www.moorside.co.uk



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December 2025

Re: Work Experience Programme Launch

Dear Parent/Carer,

As part of our commitment to preparing our students for life beyond school, Year 10 will be taking part in work experience over two days: **Thursday 2nd July and Friday 3rd July 2025.**

To make this experience as meaningful as possible, students are encouraged to take responsibility for finding their own placement. This could be with an employer they already know, a local business, or an organisation connected to their interests and career aspirations or within their own family network.

Once students have confirmed a placement, they will need to enter the details into Morrisby's Work Experience system. The system will then send the information to the chosen employer for approval, ensuring that all arrangements are properly checked and authorised.

After the employer has completed the relevant form, you will receive an email via the Morrisby system (email address will be no-reply@morrisby.com) to allow you to review the placement, add in additional information regarding any medical conditions, if relevant, and authorise the placement.

We kindly ask for your support in helping research and secure a suitable placement. This is an important opportunity for them to gain first-hand experience of the workplace, develop valuable skills, and explore potential career pathways. The Morrisby system will also send you a polite reminder the week before the placement is due. No action is required unless necessary.

If you have any questions or require further guidance, please do not hesitate to contact us using the contact details below. If they cannot attend for any reason or if there are any issues, please make contact using the information below.

Can we kindly ask if you do not wish them to be involved in the work experience programme this year that you contact the below member of staff as soon as possible.

Thank you for your continued support.

Kind Regards

Miss Aitken

Assistant Principal



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Moorside High School

Enriching Lives, Inspiring Ambitions

December 25

Dear Sir/ Madam

We are pleased to inform you that one of our students has expressed an interest in undertaking their work experience placement with your organisation on Thursday 2nd July and Friday 3rd July 2026.

As part of the process, students are encouraged to find their own placements to build independence and responsibility.

To help make the process as smooth as possible, the school is using the Morrisby platform to manage work experience placements. Students will record their placement details through Morrisby's Work Experience system. Once submitted, you will receive an email (from no-reply@morrisby.com) containing a secure 'magic link.' This link will take you directly to the form where you can review the placement details and provide the necessary information required when hosting a student. The form will give you all the necessary information required as part of our Safeguarding policy and what information is required.

Please take note of the objectives the student has entered and, where possible, consider assigning relevant tasks that will help them work towards achieving these goals.

We greatly appreciate your willingness to support our students by offering them this opportunity. Work experience is a valuable chance for young people to gain insight into the workplace, develop essential skills, and explore potential career pathways.

If you have any questions about the process or require additional information, please do not hesitate to contact us via the contact details below

Thank you once again for your support in helping to prepare our students for their future.

Kind Regards

Miss K Aitken

Assistant Principal



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Work Experience Placement Information Form

1. General Placement Information

1.a	Work Experience Coordinator Name	
1.b	Placement Start Date	
1.c	Placement End Date	

2. Employer Contact Details

This section is for the contact details of the person at the employer's business/organisation, with whom you have already contacted and agreed on this placement. Before proceeding, please ensure they have confirmed they are happy to host your placement and if possible, ask them to sign this form after completing.

2.1	Placement lead name	
2.b	Placement lead email (It is essential that this email is correct - if it is not, you will not be able to progress your placement.)	
2.c	Placement lead phone number	
2.d	Name of employer business/organisation	

3. Placement Details

3.a	Time commitment For example, Full-time or number of hours/times	
3.b	Placement format (An in-person placement is one where you physically go to the workplace at any point. A virtual placement is any placement held entirely remotely.) If virtual, go to section 4 – Learning Objectives	In Person / Virtual
3.c	Placement country	
3.d	Placement address	

3.e	Will you be working somewhere other than this exact address? If NO, go to 3.g	YES / NO
3.f	If YES, where will you be based throughout the placement?	
3.g	Will you be living somewhere other than your normal home during the placement? If NO, go to 3.i	YES / NO
3.h	If YES, where will you be living during the placement?	
3.i	How will you travel to and from the placement? For example: bus/train /walk	

4. Learning Objectives

4.a	<p>What are your objectives for this placement? This must be between 80-1000 characters long.</p> <p>(This could be something you want to experience or skills you want to develop. This will be shared with the employer so they can tailor the placement to better suit you and ensure you get the most out of your work experience.)</p>	
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5. Special Needs / Medical Conditions

5.a	Do you have any special needs or medical conditions that may affect your placement? If NO, go to Section 6	YES / NO
5.b	If YES, describe your special needs or medical conditions (Any information you enter here will be shared with the employer and with your parent/guardian.)	

6. Parent / Guardian Information

6.a	Parent / Guardian name	
6.b	Parent / Guardian email (It is essential this email is correct - if it is not, you will not be able to progress your placement.)	

Name of Placement Lead

Signature of Placement Lead

Date



Year 10 Work Experience – Frequently Asked Questions

Are the work experience dates fixed, or can students do work experience at a different time?

- The school have an allocated time for work experience – this academic year it is **2nd and 3rd July 2026 (2 days)** We cannot normally allow for work experience at any other time during the school year. Any exceptions to this must be agreed with Mrs Ryles-Dean, Principal.

Are there any placements which will not be permitted?

- We try and accommodate all requested placements where possible however we do follow the guidance for child employment via Salford City Council and cannot allow placements where employment is prohibited for statutory age students, for example butchers, petrol garages, casinos, night clubs etc. Please see: <https://www.salford.gov.uk/schools-and-learning/info-for-parents-students-and-teachers/child-employment/>

Can my child work with me / another family member?

- Yes absolutely, many of our students work with a family member if the placement is suitable.

Can my child do two different placements during the two days of work experience?

- We request where at all possible for the two days to be completed with the one placement/employer. If this is not possible, we can potentially permit two different placements (one day for each) as long as all required details for both placements have been provided and logged on the Connect app.

If the employer allows my child to work from home, can this be permitted?

- Whilst we appreciate many employers may have flexible working arrangements for colleagues, we want students to gain an experience of the workplace and where possible be based with an employer 'on location'. We do not generally permit students doing work experience from home.

Will there be any travel support for students going on work experience?

- Unfortunately, school are not able to support students with travel to and from work experience. All students are required to make their own arrangements for travelling to and from placements.

Will the employer be required to do a risk assessment for a student on work experience?

- Yes we do request this. Most employers already have a risk assessment that can be adapted, or one can be provided through our work experience portal (Changing Education). The employer is responsible for health & safety of the student whilst on work experience.
- All students should be covered under employer liability insurance (as work experience students are covered under this like other employees). We do ask employers to confirm that they have valid employer liability insurance so the placement can be confirmed. Please see guidance via the HSE website: <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

What happens if a placement cannot be secured?

- For pupils unable to secure a work experience placement, there may be some opportunities available that the school have sourced, or placements within the school may be possible. If there are no suitable opportunities available, then **students will still be required to be in school as usual** doing an alternative study timetable that including some virtual/online work experience opportunities.

Careers Advice & Guidance

WORK EXPERIENCE – Securing a placement

If you are not sure how to find a work experience placement perhaps the first starting point would be to see if there are any suitable opportunities through contacts with your friends and family.

If there are no suitable options in what you want to do, the next step is to contact employers directly. It may take quite a few attempts with various employers before you secure one – be persistent and don't give up!

1) Finding a suitable employer

If you know WHERE you would like to work in the future and have a company in mind, you need to contact them directly. You can usually find their details on their company website via Google.

If you know WHAT kind of work experience you want (e.g. financial services, childcare, engineering etc) then you should search for employers in these sectors. A good starting point could be www.yell.com (online version of yellow pages!) which will list different services/jobs, company names and contact details that are local to where you live. You can then save or print these lists. You can also RESEARCH different companies via this link, as most will companies will list their own website.

2) Contacting employers

There are different ways you can contact an employer to enquire about work experience:

- **Emailing an employer** – this is quite quick to do, and you can have an email template to email several different employers quickly. However, emails can sometimes be ignored or not received, so if you don't hear anything back within a few days, you should chase this up; preferably by phone. See below for a basic example template.
- **Phoning the company** – try and do this yourself if possible, rather than asking parent etc; this demonstrates maturity and a keen attitude. When you first ring, a good first opening line could be "Hello, would it be possible to speak to somebody regarding a work experience placement please?" This will hopefully get you to the best person in the company to speak too. This is good as it can get you an instant yes or no and save you waiting for a response; if you can't speak to the best person, they will usually take your details.

When you do speak to the right person, make sure you have the basic details they may ask for – such as your contact details (mobile number and SENSIBLE email address) and the dates you are hoping to go on work experience; see template below. If you do not hear back from a phone call/voicemail, again; chase up after 2-3 days.

- **Visiting an employer** – going to the actual company and speaking to someone directly. This is **not** usually recommended without arranging this beforehand; you would typically need an appointment with the manager or other senior staff, unless you already know the company or staff members very well.
- **Writing a letter** – this is a more formal and traditional way but takes time; it is usually quicker and easier to write an email if possible. There is a template below which may help you with this (*but please use as a guide only! You can change the wording to make this more personal about you and your ambitions! Please keep emails/letters short and concise – around half an A4 page maximum!*)



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EMAIL / LETTER TEMPLATE:

DATE:

To whom it may concern,

My name is _____ and I am currently a Year 10 pupil at Moorside High School in Swinton, Salford.

I am writing to you as I am hoping to secure a short work experience placement at your company. My long-term career plan is to work as a _____ and I would value the opportunity of gaining first-hand knowledge of the industry through working professionals such as yourselves. I am hoping that a work experience placement will allow me to learn more about the skills and qualities required for the world of work and will allow me to discover if this is a job area I want to pursue after leaving school.

I am hoping to secure a 2-day work placement on the dates below:

Thursday 2nd July & Friday 3rd July 2026

Thank you for taking the time to read my request and I hope to hear from you soon,

Yours faithfully,

_____(full name)_____

Mobile No: _____ (this can be parent/carer number if preferred)

Email: _____ (this can be parent/carer email if preferred)

If any pupils need further help or advice, please ask our careers advisers Miss Farooq or Mr Farmer for support in school.

Thank you and good luck!

Miss Aitken

Assistant Principal

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